



**Fiscal Year 2024 - 2025  
Biweekly Payroll Calendar**

Year	Payroll ID	Pay No.	Pay of the Month	Pay Period		HR/Payroll Forms Deadlines (RPA's W4's Adjunct Agreements, Direct Deposits, and other Changes)	Payroll Internal Deadline for HR/Financial Aid Office	Posting Leave Taken on Timesheets		Check Date	Check Date Moved to:	
				Start Date	End Date			From	To			
2024	2024	BW	18	1	08/18/24	08/31/24		8/30/24, 10:00 AM	08/18/24	08/31/24	09/06/24	
	2024	BW	19	2	09/01/24	09/14/24		09/13/24, 10:00 AM	09/01/24	09/14/24	09/20/24	
	2024	BW	20	1	09/15/24	09/28/24		9/27/24, 10:00 AM	09/15/24	09/28/24	10/04/24	
	2024	BW	21	2	09/29/24	10/12/24		10/11/24, 10:00 AM	09/29/24	10/12/24	10/18/24	
	2024	BW	22	1	10/13/24	10/26/24		10/25/24, 10:00 AM	10/13/24	10/26/24	11/01/24	
	2024	BW	23	2	10/27/24	11/09/24		11/8/24, 10:00 AM	10/27/24	11/09/24	11/15/24	
	2024	BW	24	3	11/10/24	11/23/2024*		11/15/24, 10:00 AM	11/10/24	11/23/24	11/29/24	11/22/24
	2024	BW	25	1	11/24/24	12/07/24		12/6/24, 10:00 AM	11/24/24	12/07/24	12/13/24	
	2024	BW	26	2	12/08/24	12/21/2024**		12/13/24, 10:00 AM	12/08/24	12/21/24	12/27/24	12/18/24
	2025	2025	BW	1	1	12/22/24	01/04/25		01/06/25, 10:00 AM	12/22/24	01/04/25	01/10/25
2025		BW	2	2	01/05/25	01/18/25		01/17/25, 10:00 AM	01/05/25	01/18/25	01/24/25	
2025		BW	3	1	01/19/25	02/01/25		1/31/25, 10:00 AM	01/19/25	02/01/25	02/07/25	
2025		BW	4	2	02/02/25	02/15/25		02/14/25, 10:00 AM	02/02/25	02/15/25	02/21/25	
2025		BW	5	1	02/16/25	03/01/25		02/28/25, 10:00 AM	02/16/25	03/01/25	03/07/25	
2025		BW	6	2	03/02/25	03/15/25		03/17/25, 10:00 AM	03/02/25	03/15/25	03/21/25	
2025		BW	7	1	03/16/25	03/29/25		03/28/25, 10:00 AM	03/16/25	03/29/25	04/04/25	
2025		BW	8	2	03/30/25	04/12/25		04/11/25, 10:00 AM	03/30/25	04/12/25	04/18/25	04/17/25
2025		BW	9	1	04/13/25	04/26/25		04/25/25, 10:00 AM	04/13/25	04/26/25	05/02/25	
2025		BW	10	2	04/27/25	05/10/25		05/9/25, 10:00 AM	04/27/25	05/10/25	05/16/25	
2025		BW	11	3	05/11/25	05/24/25		05/23/25, 10:00 AM	05/11/25	05/24/25	05/30/25	
2025		BW	12	1	05/25/25	06/07/25		06/6/25, 10:00 AM	05/25/25	06/07/25	06/13/25	
2025		BW	13	2	06/08/25	06/21/25		06/20/25, 10:00 AM	06/08/25	06/21/25	06/27/25	
2025		BW	14	1	06/22/25	07/05/25		07/03/25, 10:00 AM	06/22/25	07/05/25	07/11/25	
2025		BW	15	2	07/06/25	07/19/25		07/18/24, 10:00 AM	07/06/25	07/19/25	07/25/25	
2025		BW	16	1	07/20/25	08/02/25		08/01/25, 10:00 AM	07/20/25	08/02/25	08/08/25	
2025		BW	17	2	08/03/25	08/16/25		08/15/25, 10:00 AM	08/03/25	08/16/25	08/22/25	

\* Denotes Part-Time Employees will only be paid for period 11/10/24 - 11/16/24

\*\* Denotes Part-Time Employees will only be paid for period 12/8/24 - 12/14/24